



## Personnel Officer I

### Characteristics of Work

This is entry-level administrative work involving the responsibility for an agency or department's personnel management program, including staff recruitment and placement, classification and compensation, employee evaluation and other personnel services as needed. Incumbent generally provides assistance to administrators and their staff on problems of general personnel administration; directs a recruitment, placement and promotional program; develops policies and standards for recruitment, promotions and maximum utilization of the candidates; makes recommendations concerning their employment; and maintains a current classification and compensation plan for agency or department positions. Incumbent supervises the maintenance of department or agency personnel records. Employees receive general supervision from an administrative superior and exercise supervision over a small group of clerical workers.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Supervises and evaluates the personnel program of an agency, division or department.

Provides assistance to administrative supervisor on technical personnel administrative matters.

Consults with administrative superior on technical personnel administration matters.

Supervises the maintenance of records and reports in accordance with prescribed regulations.

Develops and administers an employee relations and welfare program designed to improve efficiency and production by establishing and maintaining high levels of morale, cooperation and interest.

Recommends revisions in salary ranges based on information obtained from wage surveys.

Makes recommendations concerning staffing, training, temporary appointments, salary increases, employee grievances, and other matters.

Administers and reports on Equal Employment Opportunity Program.

Interviews applicants, evaluates qualifications and makes recommendations for appointment.

Assists with the induction and orientation of new employees.

Performs related or similar duties as required or assigned.

### Essential Functions

**These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.**

1. Organizes and maintains personnel records/files.

2. Prepares and submits forms and data for personnel transactions.
3. Assists in the recruitment and selection process.
4. Assists other personnel officers in compiling data and preparing reports for classification, compensation, staffing, training, performance evaluation, and other studies or summaries.
5. Performs designated office functions.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Sedentary Work:** May occasionally walk or stand and/or occasionally move light objects, materials, etc.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

### **Experience/Educational Requirements:**

#### **Education:**

A Master's Degree from an accredited four-year college or university in personnel management, public administration, or a related field.

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in personnel management, public administration, or a related field.

**AND**

**Experience:**

One (1) year of experience in work related to the above described duties.

**OR**

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**

Five (5) years of experience in work related to the above described duties.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.